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MINUTES



Minutes of the open section of the meeting of the seventh Campaspe Shire Council, held in the Echuca Civic Centre, on Tuesday, 18 September 2018 commencing at 5:02pm.

PRESENT

Councillors: Adrian Weston (Mayor), Vicki Neele (Deputy Mayor), Kristen Munro, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec

OFFICERS

Jason Russell – Chief Executive Officer

Fleur Cousins – General Manager Corporate Services

Richard Conway – Acting General Manager Infrastructure Services

Paul McKenzie – General Manager Regulatory & Community Services

Keith Oberin – General Manager Economic & Community Development

Frank Crawley – Governance Manager

Sandra Ennis – Communications Manager

Chris Hawking – Communications Officer

Sharolyn Taylor – Council Support Officer

1. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

APOLOGIES

Cr Daniel Mackrell

REQUESTS FOR LEAVE OF ABSENCE

COUNCILLORS PANKHURST/ZOBEC

That Cr Daniel Mackrell be granted a leave of absence for 18 September 2018.

CARRIED

Cr Pentreath requested a leave of absence from 2 October 2018 onwards.

Cr Neele requested a leave of absence from 2 – 21 October 2018

COUNCILLORS ZOBEC/VICKERS

That Cr Leanne Pentreath be granted a leave of absence from 2 October 2018 onwards and Cr Vicki Neele be granted a leave of absence from 2 to 21 October 2018.

CARRIED

2. CONFIRMATION OF MINUTES & ATTACHMENTS

For the:

- Open section of the Council Meeting held on 21 August 2018
- Open section of the Campaspe Briefing Session held on 7 August 2018
- Open section of the Campaspe Briefing Session held on 14 August 2018
- Open section of the Campaspe Briefing Session held on 21 August 2018
- Open section of the Campaspe Briefing Session held on 28 August 2018

COUNCILLORS ZOBEC/MUNRO

That the following minutes be accepted as true and accurate records:

- The open section of the Council Meeting held on 21 August 2018
- The open section of the Campaspe Briefing Session held on 7 August 2018
- The open section of the Campaspe Briefing Session held on 14 August 2018
- The open section of the Campaspe Briefing Session held on 21 August 2018
- The open section of the Campaspe Briefing Session held on 28 August 2018

CARRIED

3. CHANGES TO THE ORDER OF BUSINESS

Nil

4. DECLARATION OF INTERESTS

Disclosure of Conflict of Interests are to be made immediately prior to any relevant item being discussed.

Local Government Act 1989 Section 79

- (1) If a Councillor or member of a special committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the special committee, the Councillor or member must, if he or she is attending the meeting, disclose the conflict of interest in accordance with subsection (2).
- (2) A Councillor or member of a special committee who has a conflict of interest and is attending the meeting of the Council or special committee must make a full disclosure of that interest:
 - (a) by either
 - (i) advising the Council or special committee at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
 - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
 - (b) classifying the type of interest that has given rise to the conflict as either:
 - (i) a direct interest; or
 - (ii) an indirect interest and specifying the particular kind of indirect interest under section 78, 78A, 78B, 78C, 78D or 78E; and
 - (c) describing the nature of the interest; and
 - (d) if the Councillor or member advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

Cr Weston declared an indirect conflict of interest in item 7.4 by way of conflicting duty

5. RESPONSIBLE AUTHORITY DECISIONS

Nil

6. PLANNING AUTHORITY DECISIONS

6.1. COUNCIL PLANNING REPORT – AMENDMENT C110 MAPPING CORRECTIONS

Author:

Rebecca Fisher, Planner

Responsible Manager:

Planning and Building Manager

Attachments:

6.1. C110 Case Book

1. Purpose

Report seeks approval to submit Amendment C110 to the Minister for Planning for Adoption in accordance with Section 31 of the *Planning and Environment Act 1987*.

2. COUNCILLORS WILSON/PENTREATH

That Council as the Planning Authority:

1. Adopt Amendment C110 to the Campaspe Planning Scheme; and
2. Submit Amendment C110 to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Campaspe Shire Council has prepared Amendment C110 to the Campaspe Planning Scheme.

The Amendment proposes changes to the mapping that have been identified since the new format Campaspe Planning Scheme was introduced in October 1998. The rezoning is required as Council disposes of surplus land and/or re-zoning and overlay changes required to enable growth of two existing cemeteries.

7. Content

The Amendment seeks to rezone parcels of land within the Shire of Campaspe which are considered to be inappropriate based on their existing land use or require rezoning arising from the disposal of surplus Council land. It also seeks to apply an overlay to 400 Homan Street, Echuca land in conjunction with the request to rezone.

The proposed changes to the planning scheme are as follows:

Mary Ann Road Echuca (Shire of Campaspe Owned) – rezone to Farming Zone Schedule 1

The 42.869 hectare parcel of land comprises two lots and is currently zoned as Public Use Zone 4 as it was intended to form part of an extension to Echuca Airport. The site has been considered surplus to the needs to the Echuca Airport. The land is required to be rezoned to Farming Zone Schedule 1 to reflect the current use of the land.

400 Homan Street Echuca (Echuca Cemetery) - rezone to Public Use Zone 5 and apply Land Subject to Inundation Overlay

The 4558 square metre property is currently zoned as Urban Floodway Zone and General Residential Zone and was previously used as a road. The road has been formally closed and the land gifted to form part of the Echuca Cemetery. The land is required to be rezoned to Public Use Zone 5 and the Land Subject to Inundation Overlay to be applied to enable it be used as a part of the cemetery, consistent with the adjoining land.

49 Bonn Road Bonn (Private Owner) – rezone to Farming Zone Schedule 1

The 2 hectare lot is currently incorrectly zoned Public Conservation and Resource Zone, likely incorrectly zoned as a part of the neighbouring Crown land. The land is required to be rezoned to Farming Zone Schedule 1 to reflect the current use of the land and surrounding area.

Webb Road Rochester (Rochester Cemetery) – rezone to Public Use Zone 5

The 1.343 hectare property is currently zoned Farming Zone Schedule 1. The lot was created to enable acquisition by the Rochester Cemetery. The land is required to be rezoned to Public Use Zone 5 to enable it be used as a part of the cemetery.

504 Webb Road Kyabram (Private Owner) – rezone to Farming Zone Schedule 1

The 62.64 hectare property is currently zoned as Public Use Zone 6. It was zoned as a result of being in proximity to the neighbouring Mount Scobie Quarry. Council has identified the land as not being required (not within the defined boundary of the quarry) and it has been sold to the adjoining owner to consolidate with their surrounding farm. The land is required to be rezoned to Farming Zone Schedule 1.

Finlay Road Tongala (Shire of Campaspe Owned) – rezone to Farming Zone Schedule 2

The 5.371 hectare property comprises two lots and is currently incorrectly zoned as Public Use Zone 6, likely as an error by this land being part of the previous tourist information centre to the north of the land in the Township Zone. The land is required to be rezoned to Farming Zone Schedule 2 to reflect the current use of the land and to enable it to be sold.

Crow Crescent Kyabram (Shire of Campaspe Owned) – rezone to General Residential Zone

The 6837 square metre lot is partially zoned Public Park and Recreation Zone and General Residential Zone. The land is required to be rezoned to General Residential Zone to allow for consolidation with the intention to sell to adjoining neighbouring lots (or for future development).

1 Edis Street Kyabram (Private Owner) – rezone to Industrial 1 Zone

The 5207 square metre lot is currently partially zoned Industrial 1 Zone and partially General Residential Zone. The land is the site of the former Kyabram Butter Factory. The land is required to be rezoned to Industrial 1 Zone to reflect the current use of the land.

These amendments will provide greater clarity for residents in regards to applying the planning scheme and ensure that either existing or future uses are consistent with the general and surrounding area.

At the April 2018 meeting, Council resolved to seek authorisation to prepare Amendment C110 to the Campaspe Planning Scheme (Ordinary Council Meeting 17 April 2018, Item No. 6.1 refers). The formal request for the Minister's Authorisation to prepare and exhibit Amendment C110 to the Campaspe Planning Scheme was duly sent on 9 May 2018. Subsequently, Council received authorisation to prepare and exhibit the Amendment (Authorisation Number A03777) on 18 May 2018, subject to conditions. The conditions were:

- The amendment documentation must be in conformity with the Ministerial Direction on the Form and Content of Planning Scheme including Annexure 1, Annexure 2 and Annexure 3.
- The explanatory report be amended to:
 - Evaluate the environmental effects of the amendment.
 - Explain how the amendment supports the Local Planning Policy Framework, including the Municipal Strategic Statement.
 - Clarify why the chosen zones and overlays are the most appropriate tool of the Victoria Planning Provisions, particularly the land to be rezoned at Bonn Road and Edis Street.
- Notice of the amendment should be given to Department of Environment, Land, Water and Planning (Forest, Fire and Regions Group) and Department of Health and Human Services.

In accordance with the conditions of authorisation, the Explanatory Report was duly revised and subsequently approved by the Department of Environment, Land, Water and Planning.

8. Issues and Risk Management

Issues:

Issue 1: Current zoning restricts the Shire of Campaspe from disposing of surplus land.

Issue 2: Echuca and Rochester Cemeteries require expansion which cannot be undertaken until the land is rezoned.

Issue 3: There is land zoned incorrectly that does not suit the purpose of how the land is being or is proposed to be used.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process. If the amendment does not proceed it could jeopardise the disposal of land or in some instances stop the intended use occurring (cemeteries).

9. Options**Option 1: Adopt the amendment as submitted.**

This option is recommended by officers.

The Amendment will enable the Shire of Campaspe to dispose of surplus land, will allow for the expansion of both Echuca and Rochester Cemeteries, and will ensure that zoning and overlays align with the current or intended use of the land.

Option 2: Do not advance the amendment.

This option is not recommended by officers.

Not progressing with the Amendment will restrict the Shire of Campaspe from disposing of surplus land, and will restrict the expansion of both the Echuca and Rochester Cemeteries. There will also be land inappropriately zoned that does not match the use of the land.

Option 3: Make changes to the amendment

This option is not recommended by officers.

No justification for changes have been identified.

Option 4: Refer the submission to an independent Panel. The Panel will be appointed by Planning Panels Victoria

This option is not recommended by officers.

There are no unresolved issues that have been identified.

10. Strategic Planning Environments

Strong and Engaged Communities: No impact.

Resilient Economy: No impact.

Healthy Environment: No impact.

Balanced Services and Infrastructure: The recommendation supports Council in disposing of land that has been identified as surplus to requirements.

Responsible Management: As the Responsible Authority, Council has a responsibility to ensure that the objectives of planning in Victoria are fostered through appropriate use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interest of net community benefit and sustainable development.

11. Consultation

The Amendment has been exhibited pursuant to Section 19 of the *Planning and Environment Act 1987* and giving consideration to Council's own guidelines for the exhibition of planning scheme amendments by:

- Sending notice to immediately adjoining landowners on 23 July 2018
- Sending notices sent to prescribed Ministers & Authorities on 23 July 2018
- Placing notice in local newspapers, namely:
 - Campaspe News on 24 July 2018
 - Riverine Herald on 25 July 2018
 - Kyabram Free Press on 25 July 2018
- Community Information Session at Kyabram on 14 August 2018
- Council's website
- Department of Environment, Land, Water and Planning's website
- At Council's Echuca Head Office and Service Centres at Rochester, Tongala, Kyabram and Rushworth
- Placing notice in the Government Gazette on 2 August 2018.

The exhibition has been carried out correctly. The exhibition period extended over a month, from 2 August 2018 to 3 September 2018. Council has received nine submissions to the amendment, prior to the close of the exhibition period. Eight submissions received noted that either the submitter was not impacted by the amendment or that they supported the amendment.

One submission was received which objected to the amendment for 1 Edis Street Kyabram. Upon receipt, Council attended site and explained the amendment and relevant provisions of each zone. After the meeting, the owner withdrew the objection. The communications are contained within the casebook.

12. Officer Comment

The amendment is required to allow the Campaspe Shire Council to dispose of surplus land and will ensure that zoning and overlays align with the current or intended use of the particular parcels of land.

7. COUNCIL DECISIONS

7.1 CAMPASPE PLANNING SCHEME REVIEW 2018

Author:

Rebecca Fisher, Planner

Responsible Manager:

Planning and Building Manager

Attachments:

7.1. Campaspe Planning Scheme Review 2018 Report

1. Purpose

To adopt the Campaspe Planning Scheme Review 2018 Report and forward to the Minister for Planning as required by section 12B of the *Planning and Environment Act 1987*.

2. COUNCILLORS PENTREATH/PANKHURST

That Council:

1. Adopt the Campaspe Planning Scheme Review 2018 Report required pursuant to section 12B (1) of the *Planning and Environment Act 1987*,
2. Forward the Campaspe Planning Scheme Review 2018 Report to the Minister for Planning as required by section 12B (5) of the *Planning and Environment Act 1987*.
3. Note that officers will commence preparing documentation in response to the recommendations of the Campaspe Planning Scheme Review 2018 Report in line with the new Planning Policy Framework model and seek further assistance as appropriate to aid in that work.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Section 12B(1) of the *Planning and Environment Act 1987* requires Council to regularly review the planning scheme and states that:

- (1) *A planning authority which is a municipal council must review its planning scheme –*
 - (a) *no later than one year after each date by which it is required to approve a Council Plan under section 125 of the *Local Government Act 1989*; or*
 - (b) *within such longer period as is determined by the Minister.*

Once finalised and adopted by Council, this report will constitute the formal "Planning Scheme Review" of the Campaspe Planning Scheme as required under Section 12B of the *Act*.

The Campaspe Planning Scheme was the first planning scheme approved in Victoria under the new state-wide planning system in October 1998. Three reviews (2001, 2006 and 2014) and numerous local and state amendments since then have influenced its development to date. Council (in February 2010) sought and obtained an exemption from undertaking a review from the Minister for Planning for the review that was due in 2010.

The current Planning Scheme Review commenced in March 2018. The initial task was to undertake the necessary consultations as part of the review. Greater detail is provided in the following in regards to the consultation process. Planning consultant John Keaney was appointed to undertake the review. The review has now been completed and is captured in the attached report recommended for adoption.

Given the degree of continuous review and consequent change to the Campaspe Planning Scheme in recent years (particularly arising from Amendment C105), this planning scheme review was primarily focussed on a 'stocktake' of the important state and local changes that have occurred since the last review. In addition, the Review has included the outcomes from discussions with staff, agencies, stakeholders and Councillors. While the Review has included a brief 'audit' of the Local Planning Policy Framework and an 'audit' of zone and overlay schedules, it does not provide a detailed commentary on these given they have been so recently reviewed and modified (2017).

Since the last formal review, the Smart Planning program has significantly revised the planning landscape in Victoria. In particular, a new Planning Policy Framework (PPF) was launched for discussion in April 2018. The PPF model was gazetted as part of Amendment VC148 in July 2018 and it is expected that Council will have to 'translate' its existing LPPF into the new PPF format within a relatively short time.

7. Content

The *Campaspe Planning Scheme Review 2018 Report* provides Campaspe Shire Council with:

- an overview of the performance of the Campaspe Planning Scheme since the last review in 2014;
 - an understanding of the state, regional and local policy changes that have occurred since the last review;
 - an 'audit' of the existing strategic and statutory provisions in the Campaspe Planning Scheme (based on the Campaspe Planning Scheme which was in operation on 1 April 2018); and
 - a program for implementing future action.
-

The *Campaspe Planning Scheme Review 2018 Report* contains five key sections including:

- Strategic Context
- Review Consultation
- Planning Scheme Performance Audit
- Future Strategic Work Program
- Conclusions and Recommendations

Conclusions

Since the last formal review of the Campaspe Planning Scheme in 2014, the state government Smart Planning program has significantly revised the planning landscape in Victoria (see Appendix 1). The Smart Planning program has introduced the most significant changes since the introduction of the Victoria Planning Provisions (VPPs) over twenty years ago. Central to these changes is the introduction of a new Planning Policy Framework (PPF) and associated structural changes which were launched for discussion in April 2018 and which were gazetted across the state by way of Amendment VC148 on 31 July 2018.

Amendment VC148 will inevitably require every Council in the state to restructure its planning scheme. In particular, VC148 will require Councils to 'translate' its existing Local Planning Policy Framework (LPPF) into the new PPF format. In addition, the Planning Scheme review process has confirmed that the zoning and overlay regime reviewed as part of the 2014 Planning Scheme Review now also needs to be amended to conform with the latest Ministerial Direction on the Form and Content of Planning Schemes (as modified in July 2018).

Campaspe Shire Council is well placed to undertake this 'restructure' reasonably quickly, given the 'freshness' of the content and structure of the LPPF arising from Amendments C86 and C105 in recent years.

Accordingly, the recommended changes arising from this Planning Scheme review relate to the need to translate the 'front end' of the Campaspe Planning Scheme to align with the new state government PPF structure; to review and modify zones, overlays and their schedules; and to package up all of these changes into a significant amendment which will be exhibited during 2019.

Recommendations

Based on the analysis and the feedback during the consultation processes, the following recommendations are made.

- That Council adopt this report as the Campaspe Planning Scheme Review required pursuant to section 12B (1) of the *Planning and Environment Act 1987*.
- That Council forward the report to the Minister for Planning as required by section 12B (5) of the *Planning & Environment Act 1987*.
- That Council translate its existing LPPF into the new PPF model as required by DELWP.
- That all existing schedules be modified to comply with the *Ministerial Direction on Form and Content*.
- That Council prepare and exhibit a full planning scheme amendment inclusive of the new PPF, modified zones, overlays, particular provisions and schedules so as to comply with Amendment VC148.

8. Issues and Risk Management

Issues:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Options

Having received the draft review report Council must now decide to:

Option 1: Adopt the Campaspe Planning Scheme Review 2018 Report as presented.

This option is recommended by officers.

The review report as presented has been developed involving extensive engagement with relevant internal and external stakeholders, agencies and users of the Campaspe Planning Scheme. Adoption of this document will fulfil Councils obligations under the *Planning and Environment Act 1987* for reviewing our planning scheme.

Option 2: Adopt the Campaspe Planning Scheme Review 2018 Report with changes.

This option is not recommended by officers.

Changes to the review report which do not reflect the outcomes of the engagement may result in a review report that is not an accurate stocktake of the performance of the scheme. Further changes may also require further consultation with stakeholders which could result in a delay to finalisation and adoption of the document.

Option 3: Do not adopt the Campaspe Planning Scheme Review 2018 Report.

This option is not recommended by officers.

Council must review its planning scheme within a year after it has adopted a Council Plan and Strategic Resource Plan or within a longer period specified by the minister. Not adopting this report would result in Council failing to meet its obligations under the Act.

10. Strategic Planning Environments

Strong and Engaged Communities No impact.

Resilient Economy	The recommendation supports the implementation of the strategic objective of a diverse and growing economy with increased employment and investment opportunities, economic prosperity and community development by facilitating and enabling local enterprise and supporting existing businesses.
Healthy Environment	The recommendation supports the implementation of the strategic objective of a healthier environment for current and future generations through enabling strategic planning for future growth areas and existing communities while respecting our natural, built, social and economic environments.
Balanced Services and Infrastructure	No impact.
Responsible Management	The recommendation supports the implementation of the strategic objective of strong leadership, advocacy and good governance through the delivery of services to the community through should corporate governance.

11. Consultation

The key consultation steps undertaken to inform the Campaspe Planning Scheme Review included:

- An inception meeting (21 March 2018)
- A meeting with the Mayor (10 April 2018)
- A detailed workshop with Councillors (5 June 2018)
- A workshop with Council statutory planning officers (6 June 2018)
- A written Invitation to Comment sent to referral agencies and other stakeholders (2 May 2018)
- Ongoing detailed written feedback/communication from stakeholders (up until the end of July 2018)
- On-going consultations with Council planning officers (March to August 2018)
- Meeting to review draft document with Planning & Building Manager and staff (10 August 2018)
- Councillor briefing session (4 September 2018)

7.2. ADVOCACY PLAN UPDATE

Author:

Andrew Cowin, Corporate Planning Manager

Attachments:

7.2. Draft 'Advocacy Priorities 2018-2021: *Lobbying for better outcomes on behalf of our community.*'

1. Purpose

To seek Council's endorsement of the draft document 'Advocacy Priorities 2018-2021: *Lobbying for better outcomes on behalf of our community.*'

2. COUNCILLORS WILSON/NEELE

That Council:

1. Endorse the document 'Advocacy Priorities 2018-2021: *Lobbying for better outcomes on behalf of our community.*'
2. Note that copies of the document will be made available to the public via council's website and will be used to advise governments and decision-makers of council's infrastructure and policy priorities for the coming period.
3. Request that copies of the document be forwarded to relevant State and Federal political representatives whose electorates or interests include Campaspe, or whose portfolios are relevant to the priority issues within the document.
4. Note that officers will develop an action plan to coordinate the organisation's response in pursuit of council's advocacy priorities.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by council.

6. Background

The organisation has been in the process of updating its advocacy priorities for the coming period 2018-2021. A draft document has been prepared for council's consideration, a copy is provided in Attachment 7.2.

Advocacy – or 'lobbying' - is an important role for local government in Victoria, and to this extent it is specified in the Victorian Local Government Act as one of the key functions of councils. Local government advocacy is about stepping up to speak out on issues that matter to the local community so as to seek positive outcomes from decision-makers. This may include issues such as new infrastructure, funding for programs, or changes to policy or legislation. Funding and support from government also allows councils to progress key local projects and continue to deliver high-quality services to the community.

The draft document which has been prepared is a comprehensive update of the former 2016-2018 document. The former document represented the first time that the organisation had formally articulated the advocacy priorities for council and the broader municipality. It set out an ambitious agenda for advocacy, with many funding and policy successes arising from council lobbying. The second river crossing (new Echuca-Moama bridge), rollout of the NBN, and the implementation of the Murray Darling Basin Plan are examples of the high-level focus areas for council over the past few years. Success was also achieved in lobbying for abolition of the 'Backpacker Tax' affecting local agricultural producers, and new or continued funding for issues including local kindergartens, roadside weed control, and management of fruit fly.

7. Content

A detailed process has been carried out to examine the most important issues affecting the Shire and region and how council can assist such issues through effective advocacy. This process has included consultation with councillors, managers and other council staff. A review was also undertaken of the effectiveness of council's first document (2016-18) to identify opportunities for refinement in document structure and focus.

Potential advocacy issues have been assessed according to a number of criteria, including:

- The degree of importance to the broader community
- Whether the issue already has a strong strategic profile (eg. whether it is 'shovel-ready' or well understood)
- Whether council's 'ask' of government is clear
- Council's capacity to influence change (alone or in partnership)
- Council's role in the delivery of the target project

The resulting draft document has been entitled '*Advocacy Priorities 2018-2021: Lobbying for better outcomes on behalf of our community.*' The specific advocacy issues are brought to light through a number of sections within the document:

- *Advocacy campaigns* – which communicate the organisation's five highest priority issues for the period
- *Standing by our communities* – which sets out issues strongly backed by council, where lobbying is being led through other groups within the community
- *Always in our sights* – which affirms a number of high-level, enduring challenges for the municipality that are persistently on council's radar

The table below provides further detail on the specific inclusions of the document.

KEY CAMPAIGNS	OTHER DOCUMENT INCLUSIONS
<ul style="list-style-type: none"> ▪ 'Events precinct' project 	<ul style="list-style-type: none"> ▪ Gargarro Botanic Gardens funding
<ul style="list-style-type: none"> ▪ Regional nature trails 	<ul style="list-style-type: none"> ▪ Funding for local school improvements (eg. Kyabram P-12, Echuca Specialist School.)
<ul style="list-style-type: none"> ▪ Public transport upgrades 	<ul style="list-style-type: none"> ▪ Roads & Bridges funding
<ul style="list-style-type: none"> ▪ Service roads project 	<ul style="list-style-type: none"> ▪ Decentralisation policy development
<ul style="list-style-type: none"> ▪ Recreation projects: Victoria Park & Echuca East 	<ul style="list-style-type: none"> ▪ Rural council funding
	<ul style="list-style-type: none"> ▪ Water policy for agriculture
	<ul style="list-style-type: none"> ▪ Telecommunications infrastructure
	<ul style="list-style-type: none"> ▪ Cross-border administration
	<ul style="list-style-type: none"> ▪ Kindergartens: 'Universal Access' funding, and site co-location

It is also important to note that the 2018-21 document has been streamlined from its former version to ensure that focus remains on the municipality's highest priority issues.

The document will continue to operate until 2021 to coincide with the renewal of the Council Plan. It is possible that other new advocacy priorities may emerge in the interim, however the organisation will respond to such issues in the normal course of business as necessary.

If endorsed by council, officers will develop an action plan to guide the organisation in responding to these issues. The response will be led by the Executive Management Group with assistance from department managers and other officers.

8. Issues and Risk Management

Issues:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Options

Option 1: Endorse the document as provided

This is the recommended option. Extensive assessment has been undertaken to ensure that the priority issues affecting the municipality have been appropriately captured, and that these are issues to which the organisation is able to effectively respond.

Option 2: Modify the document

It remains open to council to modify the document to add or remove particular advocacy issues. Given the consultation undertaken to date, further modification is not considered essential at this stage. This option is therefore not recommended.

Option 3: Not endorse the document

Advocacy is a key role for local government and it is vital that council and decision-makers have clarity on the key issues affecting Campaspe communities. This option is therefore not recommended.

10. Strategic Planning Environments

Strong and Engaged Communities:	Undertaking advocacy is a stated strategic objective within this theme. The development of the 2018-2021 Advocacy Priorities document is fundamental to fulfilling this strategic objective.
Resilient Economy:	Advocacy for better infrastructure and government policy contributes significantly towards improved local economic outcomes.
Healthy Environment:	A number of council's priority advocacy areas relate to the achievement of the objective of a healthy environment.
Balanced Services and Infrastructure:	The document responds to Strategy #2 <i>Plan and advocate for services and infrastructure to meet community need.</i>
Responsible Management:	The document directly supports the outcome of responsible management including Strategy #2, being ' <i>Advocate for infrastructure and services where another level of government has responsibility, such as road and transport issues.</i> '

11. Consultation

Consultation has taken place across the organisation as follows:

- Briefings with councillors to understand key community issues affecting the Shire and within various communities.
- Consultation with the CEO and General Managers as to the document's inclusions and structure.
- Discussions with other officers to gather information relating to specific council service areas and the communities which they serve.

7.3. S6 INSTRUMENT OF DELEGATION - COUNCIL TO STAFF

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

Attachments:

7.3 S6 Instrument of Delegation to Members of Council Staff

1. Purpose

To seek Council's agreement to sign and seal the S6 Instrument of Delegation to Members of Council Staff in order to delegate its powers, duties or functions in relation to various Acts and Regulations.

2. COUNCILLORS PANKHURST/PENTREATH

That Council in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act), and the other legislation referred to in the attached Instrument of Delegation, Campaspe Shire Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to Members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The Instrument comes into force immediately when the Common Seal of Council is affixed to the Instrument.
3. On the coming into force of the Instrument, all previous delegations (S6) from Council to Members of Council Staff (other than the Chief Executive Officer) be revoked.
4. The duties and functions set out in the Instrument must be performed, and powers set out in the Instrument must be executed, in accordance with any guidelines or policies of council that it may from time to time adopt.
5. To sign and seal the Instrument of Delegation from Council to Members of Council Staff (S6) and affix the Common Seal to this Instrument.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Councils have wide ranging responsibilities and have many powers, duties and functions under different pieces of legislation. Delegating council's powers, duties and functions is essential to fulfilling the responsibilities of local government. It would be practically impossible for a council to exercise all of these powers, duties and functions itself because it would need to pass a council resolution each time it wished to act. For day to day operations, councils need others to make decisions and act on their behalf.

Section 98(6) of the *Local Government Act 1989* requires councils to review all delegations which are in force and made under section 98(1) within 12 months after a general election. Additionally, councils must update their delegations regularly and should review and update delegations when there are changes to the structure of a council and position title changes; and when there are changes to the relevant legislation.

Council subscribes to the delegations and authorisation service provided by Maddocks Lawyers, which is used across local government in Victoria. Advice is received after each sitting of Parliament on the changes to legislation affecting Local Government, and advice and legislation updates twice a year.

This Instrument can be used by Council to delegate powers to members of its staff pursuant to Section 98(1) of *the Local Government Act 1989* and other legislation referred to in Attachment 7.3. The Instrument relates to the following Acts:

- a. *Domestic Animals Act 1994*
- b. *Environment Protection Act 1970*
- c. *Food Act 1984*
- d. *Heritage Act 1995*
- e. *Planning and Environment Act 1987*
- f. *Planning and Environment Regulations 2015*
- g. *Planning and Environment (Fees) Regulations 2016*
- h. *Rail Safety (Local Operations) Act 2006*
- i. *Residential Tenancies Act 1997*
- j. *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*
- k. *Road Management Act 2004*
- l. *Road Management (General) Regulations 2016*
- m. *Road Management (Works and Infrastructure) Regulations 2015*

Council last reviewed and adopted the Instrument of Delegation to members of Council staff (S6) on 27 June 2017.

7. Content

Delegated officer titles have been updated to reflect council's organisational structure.

Maddocks' recommendations included in this update are a minor amendment to provisions of the *Planning and Environment Act 1987* relating development and provision of land for affordable housing.

8. Issues and Risk Management

Issues:

Nil

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
Council decides to withdraw delegations to officers	Possible	Major <u>Public image and reputation</u> - media interest. Wider community/public concern <u>Public disruption</u> - significant disruption for over three days	High	Council is aware of significant delays in service delivery if delegations are withdrawn. Council places limitations and conditions on specific delegations to allay any concerns with unconditional delegations

Given the extensive variety of services provided by local government it would be practically impossible for the council to make all decisions. Local government world-wide use delegations to senior officers to provide an appropriate level of service within acceptable time frames.

9. Options

Option 1: Agree to sign and seal the S6 Instrument of Delegation to Members of Council Staff

This option is recommended by officers.

Councils have wide ranging responsibilities and have many powers, duties and functions under different pieces of legislation. Delegating council's powers, duties and functions is essential to fulfilling the responsibilities of local government.

Option 2: Not sign and seal the S6 Instrument of Delegation to Members of Council Staff

This option is not recommended by officers.

It would be practically impossible for a council to exercise all of these powers, duties and functions itself because it would need to pass a council resolution each time it wished to act. For day to day operations, councils need others to make decisions and act on their behalf.

10. Strategic Planning Environments

Strong and Engaged Communities:	Delegations improve delivery of services to the community and give clear direction to officers.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	Delegations ensure continued efficient delivery of council services and assets.
Responsible Management:	Delegations are critical so that both individuals and the community are assured that decisions are made in accordance with appropriate authority levels.

11. Consultation

- Governance Manager
- Councillors and Executive Management Group at the 3 July 2018, 7 August 2018 and 11 September 2018 Briefing Sessions.

Cr Weston declared a conflict of interest in item 7.4 and left the Chamber at 5:20pm and vacated the Chair

Cr Neele as Deputy Mayor assumed the Chair at 5:20pm

7.4. KYABRAM FLOOD STUDY

Author:

Richard Conway, Acting General Manager Infrastructure Services

Attachments:

7.4. Application for 2018/19 Flood Planning and Mitigation Project – Kyabram Flood Study

1. Purpose

That Council allocate \$50,000 towards the conduct of the Kyabram Flood Study project, subject to the application for a grant of \$120,000 under the Natural Disaster Resilience Grants Scheme for 2018/19 being successful.

2. COUNCILLORS ZOBEC/WILSON

That Council:

1. Allocate \$50,000 towards the Kyabram Flood Study Project, subject to being notified that a grant application for \$120,000 under the Natural Disaster Resilience Grants Scheme (NDRGS) for 2018/19 is successful.
2. The amount of \$50,000 be referred to the quarterly budget review for funding, for the period ended 30 September 2018.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

For a number of years work has been undertaken in conjunction with the North Central Catchment Management Authority to prepare a Special Building Overlay for Kyabram in the Campaspe Planning Scheme.

The work has highlighted that the 1994 and 1995 Surface Drainage Strategies for Kyabram are outdated and rely upon modelling practices that are no longer relevant and fail to consider the impacts of climate change.

The Goulburn Broken Regional Floodplain Management Strategy 2018-2028 has identified, as a high priority, to review current flood mitigation through modern flood study using techniques from Australian Rainfall and Runoff (AARR16) including climate change.

Such a study will provide the Council with the information and data to assess issues such as South Boundary Road drainage with more up to date modelling and information.

The CMA contacted the Council and advised that there was a one off opportunity to gain funding for this project through the NDRGS for 2018/19 as there was no guarantee that such funding would continue into the future and so the opportunity was taken to submit a funding application and seek approval from the Council to fund its contribution as part of the October review of the budget.

The application was submitted on the 6 September 2018.

7. Content

The application is based on the following contributions from all parties:

Funding Source	Contribution	Comment
Commonwealth	\$60,000.00	
State	\$60,000.00	
Local Financial Contribution	\$35,000.00	Council cash contribution
Local In-kind Contribution	\$25,000.00	Council \$5,000 in kind contribution remainder CMA and SES
<u>GRAND TOTAL</u>	<u>\$180,000.00</u>	

Council's total financial commitment in the grant documentation is \$40,000. As the Council is the lead agency in this project a further allowance of \$10,000 to cover project management and other costs. This represents a great return on investment.

The proposed outcomes of the project are:

- Hydrologic and hydraulic computer models that utilise best practice flood modelling technology to simulate historic flood events and then define flood levels, extents depths, velocities and hazards for a range of rainfall events up to and including the PMF.
- Fully compliant Victorian Flood Database (VFD2) digital maps and spatial databases that define flood levels, extents, velocities, depths and flood hazards for a range of rainfall events up to and including the PMF.
- Information to update Appendix C of the Campaspe Municipal Flood Emergency Plan for the study area.
- Recommendations for a total flood warning system for the study area.
- Recommendation of appropriate amendments to flood mapping within the Campaspe Planning Schemes and delivery of draft planning scheme amendment documentation; and
- A comprehensive final report that outlines the methodology and results and recommendations.

8. Issues and Risk Management

Issues:

Issue 1: The funds are sufficient to undertake the work

The contents of the application were prepared by the Goulburn Broken Catchment Management Authority who have extensive experience in similar projects and understand the costs involved. An amount of \$10,000 has been included to allow for unforeseen circumstances that arise and the costs of project management.

Issue 2: The preparation of a Special Building Overlay for Kyabram

Work is nearing completion on the preparation of a Special Building Overlay for Kyabram. This overlay is based on historical data and some modelling that was undertaken in 1996. The issue is whether to continue with the current work or whether to wait for 12 -14 months while the Kyabram Flood Study is completed.

Issue 3: Future Drainage Works

The completion of the Kyabram Flood Study will enable future proposed works identified from drainage investigation against Council's drainage Policy to be reviewed in light of the modelling undertaken. It may also be possible to review the design capacities of the GMW drains and the impact of increasing permissible discharge rates.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities:	The outcomes of the flood study will undergo extensive community consultation prior to be adopted.
Resilient Economy:	One of the aims of this study is to provide information to Council, developers and the community of areas within Kyabram that are suitable for development and also identify mitigations measures that would reduce the impact of flooding in areas that currently flood.
Healthy Environment:	Nil impact on the environment
Balanced Services and Infrastructure:	Will provide information to allow Council to determine the drainage level of service being provided and allow proposed infrastructure projects to be assessed against these levels of service.
Responsible Management:	Will enable better informed decision making to be undertaken in relation to planning and infrastructure renewal and provision.

10. Consultation

Consultation has been undertaken with:

Internal:

- Road Service Unit
- Chief Executive Officer

External:

- Goulburn Broken CMA

Cr Weston re-entered the Chamber at 5:24pm and resumed the Chair

7.5. RURAL ROAD REVIEW STAGE TWO IMPLEMENTATION

Mr Murray McDonald addressed Council in relation to item 7.5.

Author:

Jane Waser, Project Manager

Responsible Manager:

Asset Manager

1. Purpose

To inform Council of the progress on the implementation of the Rural Roads Review – Stage Two.

2. COUNCILLORS PENTREATH/NEELE

That Council:

- Resolve that the following roads or parts thereof as described are no longer required for general public use and are to be removed from Council's Public Road Register.

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
1	1036820	Ansett Rd	Gunbower-Pyramid Rd	East End Of Road	1,500		Gravel, Access
2	1008227	Barge Rd	Headworks Rd	North	500		Earth, Access
3	1036823	Bedwell Rd	West of Geodetic Rd North		1,900		Gravel, Access
4	1006400	Bell Rd	Wanalta Corop Rd	To East	1060	✓ 240m removed from eastern end	Gravel, Access
5	1008229	Bell Rd	From West	Weppner Rd	880		Earth, Access
6	1008236	Bitcon Rd	Kilmartin Rd	Springvale Rd	1,620		Earth, Access
7	1006419	Black Track	South of Toolleen Angle Rd		280		Gravel, Access
8	1008239	Bonn School Rd	Campaspe River	Bonn Rd	2,000		Earth, Access
9	1008060	Boundary Rd	Tait Hamilton Rd	Grove White Track	3,010	✓ 1,710m removed from southern end	Gravel, Access
10	1008214	Boundary Rd	Grove White Track	Kennedy Rd	1,120		Gravel, Access
11	1006444	Brendans Rd	West End Of Rd	Guy Rd	1,140		Gravel, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
12	1008062	Brown Rd Corop	From South	Skew Bridge Rd	870		Gravel, Access
13	1008213	Brown Rd Corop	Skew Bridge Rd	Wanalta Corop Rd Seal	150		Gravel, Access
14	1008069	Chamberlain Rd	Chapman Rd	End Of Private Property	3,840	✓ 1,440 removed from eastern end	Gravel, Access
15	1036749	Coy Rd	Bendigo Murchison Rd	250m West of Bendigo Murchison Rd	250		Earth, Access
16	1039422	Echuca Railway Crossing	Anderson Rd	Glass Rd	100		Gravel, Access
17	1008296	Enders Rd	Wallenjoe Rd	Midland Hwy	2,940		Earth, Access
18	1008314	Fraser Rd Kanyapella	From South	Glanville Rd	410		Earth, Access
19	1008318	Fulton Rd	Letcher Rd	Freeman Rd	1,630		Earth, Access
20	1008319	Fulton Rd	Freeman Rd	Main Irrigation Channel	600		Earth, Access
21	1008320	Fulton Rd	Main Irrigation Channel	Thornton Rd	950		Earth, Access
22	1008335	Glass Rd	Ellicet Rd	Baraganath Rd	810		Earth, Access
23	1008336	Glass Rd	Baraganath Rd	Benson Rd	1,120		Earth, Access
24	1008557	Glass Rd	Spencer Rd	Ellicet Rd	3,960		Earth, Access
25	1008203	Graytown Rd	Shire Boundary Near (Squatters Rd)	Nagambie	2,530		Gravel, Access
26	1036738	Grove White Track	Chamberlain Rd (Hamilton Track)	Boundary Rd	930		Gravel, Access
27	1036739	Groves Weir Rd	Cornella Church Rd	580m South of Cornella Church Rd	580		Gravel, Access
28	1036753	Gum Flat Rd	Murchison Whroo Rd	1.8km North of Murchison Whroo Rd	1,780		Gravel, Access
29	1008347	Hall Rd	Steel Rd	North For 630M	790	✓ 540m removed from northern end	Earth, Access
30	1008354	Hanrahan Rd	Freeman Rd	Main Irrigation Channel	800		Earth, Access
31	1036724	Hays Rd	Cracknell Rd	1570m South of Cracknell Rd	1,120		Gravel, Access
32	1008363	Hill Rd	Corop Wanalta Rd	East 800M	800		Earth, Access
33	1008119	Kelly Rd	West For 1950M	Davis Rd	1,950		Gravel, Access
34	1008564	Kinders Lane	Collivers Lane	East End of Private Property	820		Earth, Access
35	1036725	Matthews Rd	125m From Gunbower Island Rd	East side Split 250m south	250		Gravel, Access
36	1036726	Mcdonald Rd	Boileau Rd	200m North of Boileau Rd	200		Earth, Access
37	1008567	McMinn Road	200M South of Whinfield Rd	Whinfield Rd	200		Earth, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
38	1008597	Mcmurtrie Rd	400M E Groves Weir Rd Speed Curve	To East	1,330		Gravel, Access
39	1008435	Miloo Hall Rd	From West	Crossman Rd	1,000		Earth, Access
40	1007357	Muskerry Run Rd	East West Rd End of road at Homestead		1,640	✓ 700m removed from the west	Gravel, Access
41	1036728	National Channel Rd	Torrumbarry Weir Rd	400m West of Torrumbarry Weir Rd	400		Gravel, Access
42	1007372	Neilsons Quarry Rd	Chiswell Rd	Midland Hwy	2,200	✓ 200m removed from north	Gravel, Access
43	1036729	Nine Mile Rd	Stewarts Bridge Rd	1720m East of Stewarts Bridge Rd	1,720		Gravel, Access
44	1036730	Nine Mile Rd	1720m East of Stewarts Bridge Rd	Old Place Rd\Nine Mile Rd Int.	2,100		Gravel, Access
45	1036731	Nolan Rd	290m from Planta Rd	330m From Planta Rd	40		Gravel, Access
46	1007946	Pardy Rd	From West	Egans Bridge Rd	310		Gravel, Access
47	1008474	Peter Mcevoy Rd	From West	Pook Rd	150		Earth, Access
48	1036744	Risstrom Rd	Old Corop Rd	Bendigo Murchison Rd	180		Gravel, Access
49	1008571	Road - Bell Rd To South	Bell Rd	Sth Nth/ Sth Section Of Rd	360		Earth, Access
50	1008526	Road 11	Off Middleton Rd - North, 1130M East		490		Earth, Access
51	1007976	Road 51	South West Of Richards Rd		250		Gravel, Access
52	1036745	Schade Lane	Walbran Rd	Pyle Rd	1,380		Gravel, Access
53	1008491	Scott Rd	Murphy Rd	Watson Rd	840		Earth, Access
54	1008608	Scott Rd	630M E Mcdonald Rd	1020M East	1020	✓ 390m removed from west end	Gravel, Access
55	1008190	Steigenberger Rd	Left Hand Bend	840M South of Bendigo	1,930	✓ 250m removed from west end	Gravel, Access
56	1008519	Trimby Rd	Mount Terrick Rd	Lynch Rd	1,600		Earth, Access
57	1036735	Two Chain Rd	Elmore Colbinabbin Rd	Vickers Rd	2,120		Gravel, Access
58	1007812	Wallenjoie Rd	End of road from West	Darrigan Rd	200		Gravel, Access
59	1036736	Wharparilla Rd	Murray Valley Highway	140m North of Murray Valley Highway	140		Gravel, Access
60	1008543	Whinfield Rd Echuca	Stratton Rd	Northern Hwy	1,700		Earth, Access
61	1036751	Whitehills Rd	Old Place Rd\ Nile Mile Rd Intersection	2km South of Old Place\ Nile Mile Int.	2,000		Earth, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
62	1036752	Whitehills Rd	Tait Hamilton Rd	2.6km North of Tait Hamilton Rd	2,600		Earth, Access
63	1007916	Young Rd Corop	From East	Lake Cooper Rd	170		Gravel, Access
64	1008550	Young Rd Torrumbarry	Baillieu Rd	Toward Murray Valley Highway	570		Earth, Access
65	1008551	Zegelin Rd Rushworth	Ibbott Rd	East	670		Earth, Access

2. Endorse the amendment to Council's Road Register so as to note the abovementioned roads having ceased to be a public road from the date of this resolution.
3. To reclassify the following roads, or parts of roads, from gravel roads to earthen roads:

Item No	Asset ID	Road Name	Section of Road to be Reclassified		Length (m)	Part Segment	Proposed Reclassification
			From Street	To Street			
66	1008091	Freeman Rd	Hanrahan Rd	Fulton Rd	1,430		Earth
67	1006814	Gray Rd	Watson Rd	Channel	900		Earth
68	1036722	Hall Rd	Headworks Rd	Steel Rd	600	✓	Earth on the south (the balance will remain Gravel)
69	1006883	Hansen Rd	Johnson Rd	800M West	800	✓	Earth to the west (the balance will remain Gravel)
70	1006881	Hansen Rd	Tennyson Rd	1400M West	2,020	✓	Earth to the east (the balance will remain Gravel)
71	1006899	Hayes Rd Floodway	Nihill Rd For 400M Sth towards R'Mede Rd		400		Earth
72	1006946	Hill Rd	From West	Darrigans Rd	460		Earth
73	1006969	Ibbott Rd	Zeglin Rd	Bitcon Rd	300	✓	Earth to the south (the balance will remain Gravel)
74	1008016	Jones Rd	780M Sth Bendigo Murch Rd	Leroy Lane	340	✓	Earth to the south (the balance will remain Gravel)
75	1008118	Kelly Rd	Left corner	430 West of Murray Rd	450	✓	Earth to the west (the balance will remain Gravel)
76	1007016	Kilmartin Rd	Rushworth Tatura Rd	Bitcon Rd	910		Earth
77	1007083	Lawrence Rd	Start of gravel	Kotta Rd	180	✓	Earth to the west (the balance will remain Gravel)
78	1007173	Matthews Rd	Old Road Reserve W.E. at speed curve		210		Earth
79	1007287	Middleton Rd	Bamawm Rd	Lampard Rd	1,000	✓	Earth to the east (the balance will remain Gravel)
80	1007294	Millar Rd	Holloway Rd	Echuca Mitiamo Rd	1,600	✓	Earth to the south (the balance will remain Gravel)

Item No	Asset ID	Road Name	Section of Road to be Reclassified		Length (m)	Part Segment	Proposed Reclassification
			From Street	To Street			
81	1007358	Mustey Rd	Ryan Rd	Speers Rd	1,510	✓	Earth to the west (the balance will remain Gravel)
82	1007373	Nicholas Rd	Roulston Rd	Hockson Rd	900	✓	Earth to the east (the balance will remain Gravel)
83	1007378	Nihill Rd	Hayes Rd	Runnymede School Rd	1,620		Earth
84	1007383	Niven Rd	Runnymede School Rd North	Two Chain Rd	2,000		Earth
85	1008208	Oneill Lane	Nine Mile Rd	East End	590	✓	Earth to the east (the balance will remain Gravel)
86	1007424	Orchard Rd Tennyson	Bendigo-Tennyson Rd	Bendigo-Tennyson Rd	270	✓	Earth to the west (the balance will remain Gravel)
87	1008153	Orchard Rd Tennyson	Bendigo Tennyson Rd	Pinegrove Sth Rd	2,230		Earth
88	1007489	Pinegrove South Rd	Mcbeath Rd	West Leg Pinegrove Rd	780	✓	Earth to the south (the balance will remain Gravel)
89	1038393	Runnymede School Rd North	Nihill Rd	Niven Rd	870		Earth
90	1007590	Ryan Rd Bonn	Speers Rd	Mustey Rd	1,620		Earth
91	1008034	Sims Road	Crossman Rd	Crossman Rd	1,230		Earth
92	1007840	Watson Rd Bonn	Mustey Rd	Bonn School Rd	1,620		Earth
93	1007825	Watson Rd Kanyapella	Sinclair Rd	Nth	490		Earth

4. Endorse the amendment to Council's Road Register so as to note the reclassification of the above mentioned roads or parts of roads.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Council adopted The Rural Road Review (RRR) project in 2011:

- As a component of the Financial Sustainability Review;
- To develop a road network that meets the service needs of the community;
- To enable council to fully fund the maintenance and renewal of the proposed/agreed rural road network in the long term;
- To jointly develop changes to the rural road network with the community, through extensive consultation;
- Contribute to addressing council's overall financial sustainability challenge.

Why rural roads?

- Council's largest single asset category:
 - Large quantity
 - Large value
 - Large depreciation
 - Large costs
 - Rural roads provide an important service to the community in particular agriculture and associated industries.

Council's current road network consists of:

- Sealed roads – 1,138 km
- Gravel roads – 2,030 km
- Earth roads – 873 km

RRR Phase 1 of the project during 2015-16 included:

- 7 public meetings – Rochester, Toolleen, Rushworth, Kyabram, Gunbower, Lockington & Echuca
- 46 farm gate meetings, including 81 community members
- 83km of gravel roads reclassified to earth, with an estimated saving of approx. \$140,000 per year through:
 - Depreciation
 - Maintenance
 - Inspections
 - Grand funding reduction.

RRR Phase 2 included a review and update of the following attributes:

- Road Classification.
 - A revised set of classifications are to be implemented to produce a data set that better reflects the actual classifications of the network. This has been confirmed through visual inspections and is reasonable as it reflects the actual state of the road network.
 - Improvements to seal and gravel data segments have been made, predominately in the urban areas.
- Connectivity.
 - A revised network hierarchy is to be implemented with consideration to the history and traffic count of the network.

This part of the work does not require consultation as it is simply amending the road data against the actual known condition of the roads. This will be undertaken in accordance with S6 Instrument of Delegation – Road Management Act 2004, under the delegation of Richard Conway, Asset Manager.

7. Content

Community engagement addressed the newly created target list for RRR Phase 2. The review was undertaken within the parameters of Policy 91 Sustainable Asset Management & Policy 118 Asset Rationalisation. The list of roads was found after using a data filter that sought information on the number of vehicles using the road, whether there is a residence or permanently used structure and connectivity. This led to a total of 265 km of road targeted for review as to whether they continue to be required for public use and/or whether suitable for reclassification ie Gravel to Earth.

Over 300 adjoining landowners have been included in the community engagement process via a mail out. Responses have been received from over 100 landowners either written or verbally. There was one request for an onsite meeting.

At the conclusion of the community engagement process, the roads listed below appear to be no longer required for general public use. The classification of the roads below as "Gravel, Access" or "Earth, Access" describes the surface type of the road and the road hierarchy as noted on Council's Public Road Register. The main function of a rural access road is to provide access to abutting properties. These roads may be sealed, unsealed gravel or earthen roads and would typically carry less than 100 vehicles per day.

It is proposed that these roads cease to be public roads and removed from Council's Public Road Register.

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
1	1036820	Ansett Rd	Gunbower-Pyramid Rd	East End of Rd	1,500		Gravel, Access
2	1008227	Barge Rd	Headworks Rd	North	500		Earth, Access
3	1036823	Bedwell Rd	West of Geodetic Rd	North	1,900		Gravel, Access
4	1006400	Bell Rd	Wanalta Corop Rd	To East	1060	✓ 240m removed from eastern end	Gravel, Access
5	1008229	Bell Rd	From West	Weppner Rd	880		Earth, Access
6	1008236	Bitcon Rd	Kilmartin Rd	Springvale Rd	1,620		Earth, Access
7	1006419	Black Track	South of Toolleen Angle Rd		280		Gravel, Access
8	1008239	Bonn School Rd	Campaspe River	Bonn Rd	2,000		Earth, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
9	1008060	Boundary Rd	Tait Hamilton Rd	Grove White Track	3,010	✓ 1,710m removed from southern end	Gravel, Access
10	1008214	Boundary Rd	Grove White Track	Kennedy Rd	1,120		Gravel, Access
11	1006444	Brendans Rd	West End of Rd	Guy Rd	1,140		Gravel, Access
12	1008062	Brown Rd Corop	From South	Skew Bridge Rd	870		Gravel, Access
13	1008213	Brown Rd Corop	Skew Bridge Rd	Wanalta Corop Rd Seal	150		Gravel, Access
14	1008069	Chamberlain Rd	Chapman Rd	End of Private Property	3,840	✓ 1,440 removed from eastern end	Gravel, Access
15	1036749	Coy Rd	Bendigo Murchison Rd	250m West of Bendigo Murchison Rd	250		Earth, Access
16	1039422	Echuca Railway Crossing	Anderson Rd	Glass Rd	100		Gravel, Access
17	1008296	Enders Rd	Wallenjoie Rd	Midland Hwy	2,940		Earth, Access
18	1008314	Fraser Rd Kanyapella	From South	Glanville Rd	410		Earth, Access
19	1008318	Fulton Rd	Letcher Rd	Freeman Rd	1,630		Earth, Access
20	1008319	Fulton Rd	Freeman Rd	Main Irrigation Channel	600		Earth, Access
21	1008320	Fulton Rd	Main Irrigation Channel	Thornton Rd	950		Earth, Access
22	1008335	Glass Rd	Ellicet Rd	Baraganath Rd	810		Earth, Access
23	1008336	Glass Rd	Baraganath Rd	Benson Rd	1,120		Earth, Access
24	1008557	Glass Rd	Spencer Rd	Ellicet Rd	3,960		Earth, Access
25	1008203	Graytown Rd	Shire Boundary Near (Squatters Rd)	Nagambie	2,530		Gravel, Access
26	1036738	Grove White Track	Chamberlain Rd (Hamilton Track)	Boundary Rd	930		Gravel, Access
27	1036739	Groves Weir Rd	Cornella Church Rd	580m South of Cornella Church Rd	580		Gravel, Access
28	1036753	Gum Flat Rd	Murchison Whroo Rd	1.8km North of Murchison Whroo Rd	1,780		Gravel, Access
29	1008347	Hall Rd	Steel Rd	North For 630M	790	✓ 540m removed from northern end	Earth, Access
30	1008354	Hanrahan Rd	Freeman Rd	Main Irrigation Channel	800		Earth, Access
31	1036724	Hays Rd	Cracknell Rd	1570m South of Cracknell Rd	1,120		Gravel, Access
32	1008363	Hill Rd	Corop Wanalta Rd	East 800M	800		Earth, Access
33	1008119	Kelly Rd	West For 1950M	Davis Rd	1,950		Gravel, Access
34	1008564	Kinders Lane	Collivers Lane	East end of Private Property	820		Earth, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
35	1036725	Matthews Rd	125m From Gunbower Island Rd	East side Split 250m south	250		Gravel, Access
36	1036726	Mcdonald Rd	Boileau Rd	200m North of Boileau Rd	200		Earth, Access
37	1008567	McMinn Rd	200M South of Whinfield Rd	Whinfield Rd	200		Earth, Access
38	1008597	Mcmurtrie Rd	400M E Groves Weir Rd Speed Curve	To East	1,330		Gravel, Access
39	1008435	Miloo Hall Rd	From West	Crossman Rd	1,000		Earth, Access
40	1007357	Muskerry Run Rd	East West Rd end of Rd At Homestead		1,640	✓ 700m removed from the west	Gravel, Access
41	1036728	National Channel Rd	Torrumbarry Weir Rd	400m West of Torrumbarry Weir Rd	400		Gravel, Access
42	1007372	Neilsons Quarry Rd	Chiswell Rd	Midland Hwy	2,200	✓ 200m removed from north	Gravel, Access
43	1036729	Nine Mile Rd	Stewarts Bridge Rd	1720m East of Stewarts Bridge Rd	1,720		Gravel, Access
44	1036730	Nine Mile Rd	1720m East of Stewarts Bridge Rd	Old Place Rd/Nine Mile Rd Int.	2,100		Gravel, Access
45	1036731	Nolan Rd	290m from Planta Rd	330m From Planta Rd	40		Gravel, Access
46	1007946	Pardy Rd	From West	Egans Bridge Rd	310		Gravel, Access
47	1008474	Peter Mcevoy Rd	From West	Pook Rd	150		Earth, Access
48	1036744	Risstrom Rd	Old Corop Rd	Bendigo Murchison Rd	180		Gravel, Access
49	1008571	Road - Bell Rd To South	Bell Rd	Sth Nth/ Sth Section of Rd	360		Earth, Access
50	1008526	Road 11	Off Middleton Rd - North, 1130M East		490		Earth, Access
51	1007976	Road 51	South West of Richards Rd		250		Gravel, Access
52	1036745	Schade Lane	Walbran Rd	Pyle Rd	1,380		Gravel, Access
53	1008491	Scott Rd	Murphy Rd	Watson Rd	840		Earth, Access
54	1008608	Scott Rd	630M East Mcdonald Rd	1020M East	1020	✓ 390m removed from west end	Gravel, Access
55	1008190	Steigenberger Rd	Left hand bend	840M South of Bendigo	1,930	✓ 250m removed from west end	Gravel, Access
56	1008519	Trimby Road	Mount Terrick Rd	Lynch Rd	1,600		Earth, Access
57	1036735	Two Chain Rd	Elmore Colbinabbin Rd	Vickers Rd	2,120		Gravel, Access
58	1007812	Wallenjoe Rd	End of Rd From West	Darrigan Rd	200		Gravel, Access
59	1036736	Wharparilla Rd	Murray Valley Highway	140m North of Murray Valley Highway	140		Gravel, Access

Item No	Asset ID	Road Name	No longer required for Public Use		Length (m)	Part Segment	Current Classification
			From Street	To Street			
60	1008543	Whinfield Rd Echuca	Stratton Rd	Northern Hwy	1,700		Earth, Access
61	1036751	Whitehills Rd	Old Place Rd\ Nile Mile Rd Intresection	2km South of Old Place\ Nile Mile Int.	2,000		Earth, Access
62	1036752	Whitehills Rd	Tait Hamilton Rd	2.6km North of Tait Hamilton Rd	2,600		Earth, Access
63	1007916	Young Rd Corop	From East	Lake Cooper Rd	170		Gravel, Access
64	1008550	Young Rd Torrumbarry	Baillieu Rd	Toward Murray Valley Highway	570		Earth, Access
65	1008551	Zegelin Rd Rushworth	Ibbott Rd	East	670		Earth, Access

The removal of a road from Council's Roads Register does not affect the status of the road as a public highway or the right of the public to use the public highway (section 17(5) *Road Management Act*). A separate process is required if the road is to be discontinued (Schedule 10 Clause 3 *Local Government Act*), or in the case of a government (crown land) road, specified as unused (section 400 of the *Land Act 1958*). Such processes will be notified and undertaken once Council's opinion on the roads listed above is known.

Note some of the roads above will revert to other government agencies ie DELWP – Forest Road.

At the conclusion of the community engagement process, the roads listed below or part thereof are proposed to be reclassified in Council's Public Road Register. These roads are currently classified as access roads that have a gravel surface.

Item No	Asset ID	Road Name	Section of Road to be Reclassified		Length (m)	Part Segment	Proposed Reclassification
			From Street	To Street			
66	1008091	Freeman Rd	Hanrahan Rd	Fulton Rd	1,430		Earth
67	1006814	Gray Rd	Watson Rd	Channel	900		Earth
68	1036722	Hall Rd	Headworks Rd	Steel Rd	600	✓	Earth on the south (the balance will remain Gravel)
69	1006883	Hansen Rd	Johnson Rd	800M West	800	✓	Earth to the west (the balance will remain Gravel)
70	1006881	Hansen Rd	Tennyson Rd	1400M West	2,020	✓	Earth to the east (the balance will remain Gravel)
71	1006899	Hayes Rd Floodway	Nihill Rd for 400M Sth Towards R'Mede Rd		400		Earth
72	1006946	Hill Rd	From West	Darrigans Rd	460		Earth
73	1006969	Ibbott Rd	Zeglin Rd	Bitcon Rd	300	✓	Earth to the south (the balance will remain Gravel)
74	1008016	Jones Rd	780M Sth Bendigo Murch Rd	Leroy Lane	340	✓	Earth to the south (the balance will remain Gravel)

Item No	Asset ID	Road Name	Section of Road to be Reclassified		Length (m)	Part Segment	Proposed Reclassification
			From Street	To Street			
75	1008118	Kelly Rd	Left Corner	430 West of Murray Rd	450	✓	Earth to the west(the balance will remain Gravel)
76	1007016	Kilmartin Rd	Rushworth Tatura Rd	Bitcon Rd	910		Earth
77	1007083	Lawrence Rd	Start of Gravel	Kotta Rd	180	✓	Earth to the west (the balance will remain Gravel)
78	1007173	Matthews Rd	Old Road Reserve W.E. At Speed Curve		210		Earth
79	1007287	Middleton Rd	Bamawm Rd	Lampard Rd	1,000	✓	Earth to the east(the balance will remain Gravel)
80	1007294	Millar Rd	Holloway Rd	Echuca Miliamo Rd	1,600	✓	Earth to the south (the balance will remain Gravel)
81	1007358	Mustey Rd	Ryan Rd	Speers Rd	1,510	✓	Earth to the west (the balance will remain Gravel)
82	1007373	Nicholas Rd	Roulston Rd	Hockson Rd	900	✓	Earth to the east (the balance will remain Gravel)
83	1007378	Nihill Rd	Hayes Rd	Runnymede School Rd	1,620		Earth
84	1007383	Niven Rd	Runnymede School Rd North	Two Chain Rd	2,000		Earth
85	1008208	Oneill Lane	Nine Mile Rd	East End	590	✓	Earth to the east (the balance will remain Gravel)
86	1007424	Orchard Rd Tennyson	Bendigo-Tennyson Rd	Bendigo-Tennyson Rd	270	✓	Earth to the west (the balance will remain Gravel)
87	1008153	Orchard Rd Tennyson	Bendigo Tennyson Rd	Pinegrove Sth Rd	2,230		Earth
88	1007489	Pinegrove South Rd	Mcbeath Rd	West Leg Pinegrove Rd	780	✓	Earth to the south(the balance will remain Gravel)
89	1038393	Runnymede School Rd North	Nihill Rd	Niven Rd	870		Earth
90	1007590	Ryan Rd Bonn	Speers Rd	Mustey Rd	1,620		Earth
91	1008034	Sims Rd	Crossman Rd	Crossman Rd	1,230		Earth
92	1007840	Watson Rd Bonn	Mustey Rd	Bonn School Rd	1,620		Earth
93	1007825	Watson Rd Kanyapella	Sinclair Rd	Nth	490		Earth

As a result of the community engagement process, the following landowners or community users identified issues with the reclassification of the following roads:

1. Kilmartin Road.
 - a. The owner of land adjoining Kilmartin Road indicated to Council officers that she used Kilmartin Road as property access. The landowner indicated that she would not like a lower level of service on this road. Staff have found that Rushworth-Tatura Rd provides sealed road access to this property.
 - b. DELWP are another landowner adjoining this road they have no objection to the change in classification.
2. Nihill Road
 - a. One owner of land adjoining Nihill Road indicated to Council officers that he used Nihill Road as property access. The landowner indicated that he was opposed to the reclassification due to access between two properties. The adjoining property is utilised for cropping. Other owners of land adjoining Nihill Road were not opposed. Council officer's inspection advice is that the current condition of the road appears to be earthen despite the current classification in the Public Road Register as a gravel road.
3. Watson Road, Kanyapella
 - a. One owner of land adjoining Watson Road has indicated to Council officers that he used Watson Road as property access. The landowner opposed due to:
 - i. Land lock of agricultural land. This will not occur as the road reserve will remain open as earth.
 - ii. Loss of Property Value
 - iii. Heavy Rain/Flood access
 - iv. Access to GMW channel, Powercor and emergency services.

Other owners of land adjoining Watson Road were not opposed. Council inspection advice is that the current condition of the road appears to be earthen despite the current classification in the Public Road Register as a gravel road.

No further issues were identified by the landowners or user groups identified as having a possible connection to the roads proposed to be reclassified or removed from Council's Public Road register.

The length of the roads proposed to be removed from Council's Public Road register is approximately 65 km and the length of roads to be reclassified is 27 km, being a combined total of 94 km. The annual savings to Council from the reclassification or removal from the Public Road Register of the 94km as proposed are estimated to be:

Depreciation Saving	\$111,820 p.a
Maintenance Saving	\$68,835 p.a.
Minus reduction in grants	(\$56,753)p.a.
Total annual saving	\$123,902 p.a.

Note these figures are based on the previous group of roads that were reclassified in August 2016.

Additional savings are generated through the reduction of inspections in accordance with the Road Management Plan and a reduction in the collection of asset condition data for the gravel road network.

8. Issues and Risk Management

Issues:

Issue 1: Community Engagement

All landowners adjacent to the roads affected by the recommendations contained in this report have been sent individual correspondence and had the opportunity to provide feedback. All affected landowners will be sent an additional letter advising them of the intention to reclassify roads at the Council meeting.

Issue 2: Data Verification

Council staff have undertaken a rigorous process undertaking desk top verification, onsite verification and subsequent community feedback to produce the recommendations of road reclassifications.

Issue 3: Policy

As with any other landowner in the district should a landowner abutting a road which is reclassified require an improvement to a road the application would be assessed under Policy 54 Improvements to the Level of Service of the Road Network.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	The rural network underpins the agricultural industry and it is therefore a priority for Council to work towards maintaining the road network in a fit-for-purpose condition at the lowest overall cost. The recommendations of this report indirectly support the agricultural industry and associated communities.
Healthy Environment:	No impact
Balanced Services and Infrastructure:	The impact of this recommendation supports the implementation of the strategic objective to manage and maintain assets to optimise their lifecycle.
Responsible Management:	The extensive community engagement process of this project supports this strategic objective.

10. Consultation

- Extensive consultation has been undertaken over a period of time with adjoining landowners, DELWP and adjoining Councils, as detailed in report.
- In preparing this report, consultation has been undertaken with Road Services Coordinator, Assets Manager and Project Manager
- The report was reviewed by Councils external legal representative.

11. Officer Comment

In conclusion, Stage two is near completion and has resulted in a significant change to the existing rural road network to service the community whilst generating a significant financial saving to council into the future.

Those roads that Council resolves to remove from Council's Road Register a separate process will be required if the road is to be discontinued (Schedule 10 Clause 3 Local Government Act), or in the case of a government (crown land) road, specified as unused (section 400 of the Land Act 1958). This will include notification to immediate property owners and advertising in the local circulating newspapers.

Discontinuance processes will commence through a separate report.

7.6. AUTHORITY TO SIGN FINANCIAL STATEMENTS

Author:

Ailsa Box, Finance Manager

Attachments:

7.6. Draft Financial Statements and Draft Performance Statement

1. Purpose

To authorise two Councillors to sign the 2017/18 Financial Statements and Performance Statement

2. Recommendation

That Council:

1. Approve 'in principle' the financial statements and performance statements.
2. Authorise the Mayor and an Audit and Risk Committee Councillor to sign the annual financial statements and performance statement on behalf of Council.

COUNCILLORS NEELE/WILSON

That Council:

1. Approve 'in principle' the financial statements and performance statements.
2. Authorise the Mayor and Cr Neil Pankhurst to sign the annual financial statements and performance statement on behalf of Council.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the Local Government Act 1989, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Under Sections 131(7) and 131(8) of the *Local Government Act 1989*, Council cannot submit its financial or performance statements to the Auditor-General until Council has signed them off.

Council must pass two resolutions, the first gives 'in principle' approval for the financial statements, performance statements and standard statements and the second authorises two councillors, on behalf of Council, to certify the statements once amendments or changes requested by the Auditor-General have been made.

The Department of Environment, Land, Water and Planning suggests the following process:

- The Audit and Risk Committee reviews the draft financial report, performance statement and standard statements and makes any required changes.
 - Council formally meet to review the draft financial statements and performance statement. These are attached as Attachment 7.6. Council is required to pass a resolution giving it's 'in principle approval' to the statements and to authorise two specific councillors to sign the 'statements' in their final form before they can be forwarded to the Auditor-General for sign off.
 - The statements and other documentation are provided to the audit contractor who forwards them to the Auditor-General.
 - The Auditor-General reviews the statements and other documentation and requests changes where appropriate.
 - The Principal Accounting Officer considers the Auditor-General's changes and incorporates them into the statement as agreed.
 - The authorised Councillors, CEO and Principal Accounting Officer sign off the financial statements and submit a final signed copy of the statements to the Auditor-General.
 - The Auditor-General then issues the audit report for both the financial report and the performance statement.
-

7. Content

Council's external auditors have worked with officers to ensure the statements reflect the appropriate financial position. These statements were provided to the Audit and Risk Committee and discussed at 5 September 2018 meeting. The Audit and Risk Committee have referred these statements to Council for the necessary approvals.

The surplus of \$3.798 million is less than the budgeted surplus of \$7.829 million, the variance is caused by a number of items.

The variances are:

- Grants (capital) is less than budgeted by \$2,965 million due the Riverfront redevelopment funding budgeted in 2017/18 but will be claimed in 2018/19 as the works meet milestones set by the funding agreement.
- Contributed assets of \$6.969 million were recognised by Council in 2017/18. On completion of sub-divisions assets including roads, footpaths, kerb and channel, drainage and parks and reserves are transferred to Council control. Non-monetary contributions are not budgeted.
- A loss on disposal of property, plant and equipment of \$12.462 million impacted on the surplus variance. This is made up of writing off assets incorrectly recognised as Council assets, assets that had been duplicated in our asset register and the write off of an Air space Landfill asset valued at \$4.9 million. The related landfills are no longer operating and therefore that asset needed to be removed from Councils asset register.

- Within expenses there have been savings in employee costs due to a reduction of Councils WorkCover premium (\$450 thousand) and difficulties recruiting suitably qualified staff to vacant positions.
- The underlying deficit, which removes capital income and contributed assets is \$5.932 million.

For further information on the differences between the actual and budget result refer to Note 1.1 in the financial statements.

8. Issues and Risk Management

Issues:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: The Financial Statements and the Performance Statement portray the actual financial result for 2017/18 year and are an important component of Council's compliance reporting requirements.

10. Consultation

- Internal Audit Committee, External Auditor (Johnsons MME)

8. COUNCIL INFORMATION

8.1. OPEN ASSEMBLY OF COUNCILLORS RECORDS

Author:

Sharolyn Taylor, Council Support Officer

Responsible Manager:

Governance Manager

1. Purpose

To present to Council the open records for the Assemblies of Councillors held in the month of August 2018.

2. COUNCILLORS MUNRO/VICKERS

That Council note the open records of Assemblies of Councillors as outlined in this report.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Local Government Act provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. An advisory committee of the Council that includes at least one Councillor; or
2. A planned or scheduled meeting that includes at least half the Councillors (5) and one member of Council staff.

The requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declaration of conflict of interest.

7. Content

The following Assemblies of Councillors were held in the month of August 2018:

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	7 August 2018	
Start time:	9:30am	Finish time: 3:58pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Briefing Minutes Review 5. Communication Reports 6. Monthly Report – June 7. Mayor & Committee Representatives Report <ol style="list-style-type: none"> 7.1 Audit & Risk Committee Positions 7.2 Service Request Potholes in Echuca 7.3 MAV Councillor Development Weekend 7.4 Rate Notices and Waste Vouchers 7.5 Kow Swamp Land and Water Implementation Committee 7.6 Echuca Moama Tourism (EMT) 7.7 Procurement Policy 7.8 Aquatic Services 7.9 Hopwood Gardens Play space 7.10 Aquatic Reserve Master Plan 7.11. Saleyards Advisory Committee 7.12 Port of Echuca Blacksmith and Woodturner 7.13 Bridge Project 7.14 Riverboat Dock 7.15 S86 Committees 7.16 Discovery Centre Staff 8. Financial Reserves Discussion 9. Competitive Neutrality Discussion 10. South Boundary Road Drainage Discussion 11. Northern Victorian Emergency Management Cluster Emergency Management Plans 12. Echuca Station Precinct Progress Update 13. Campaspe Advocacy Priorities 2018-2021 Update #2 14. S6 Delegation Discussion #2 15. Delegation – Goulburn Broken Greenhouse Alliance (GBGA) 16. Environment Strategy Discussion 	
Attendees		
Councillors	Cr Adrian Weston (Mayor) (9:32am – 3:43pm), Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst (9:32am – 12:50pm) (2:33pm – 3:58pm), Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson	
Staff	Jason Russell, Keith Oberin (12:55pm – 2:14pm), Paul McKenzie (9:32am – 11:00am) (1:58pm – 3:58pm), Richard Conway (Acting GM Infrastructure Services), Fleur Cousins (10:04am – 3:58pm), Sharolyn Taylor	
Apologies		
Councillors	Cr Vicki Neele (approved leave of absence 18 July – 12 August), Cr John Zobec	
Staff	Emma Dalton	
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
16	Cr Weston	Yes

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	14 August 2018	
Start time:	9:35am	Finish time: 4:06pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 5. Placed Based Planning Update 6. Sale of Land to the Loco Shed Echuca Inc 7. Riverboat Dock Project Background 8. Delegation – Major Road Projects Authority Echuca Moama Bridge Project 9. Delegation – Dhadyan Energy 10. Delegation – Sustainable Melbourne Fund 11. Campaspe Branding Redesign Project 12. Recreation Reserves Discussion #3 13. Echuca Wharf Desilting Project 15. Planning Item – Pln135/2018 2 Watson Street Echuca 16. General Business <ol style="list-style-type: none"> 16.1 Pick My Project 16.2 Community Grants Program 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (9:43am – 2:30pm (3:55pm -4:06pm), Cr Neil Pankhurst, Cr Leanne Pentreath (9:35am – 2:11pm), Cr Annie Vickers, Cr Leigh Wilson (9:40am - 4:06pm), Cr John Zobec (9:41am - 4:06pm)	
Staff	Jason Russell (9:36am - 4:06pm), Keith Oberin (9:35am – 3:57pm), Paul McKenzie (9:35am - 4:06pm), Fleur Cousins (9:35am - 4:06pm), Sharolyn Taylor	
Apologies		
Councillors		
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	21 August 2018	
Start time:	11:06am	Finish time: 4:05pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Future Meetings 4. Communication Reports 5. Operational Report – July 6. Council Meeting Agenda -Open Q & A 8. Rural Road Review 9. Campaspe Branding Redesign Project Discussion No. 2 10. Quarry Operations Update 11. Waste Industry Update 12. China Eco Waste Tour Presentation 13. General Business <ol style="list-style-type: none"> 13.1. RRRR water allocation 13.2 Blacksmith Port of Echuca 13.3 Australia Day – Echuca Rotary Club 13.4. Riverfront Development Project 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (11:06am – 2:40pm), Cr Neil Pankhurst, Cr Leanne Pentreath, Cr Annie Vickers, Cr Leigh Wilson, Cr John Zobec	
Staff	Jason Russell, Keith Oberin, Paul McKenzie (11:51am – 4:05pm), Richard Conway (Acting GM Infrastructure Services) (11:18am – 4:05pm), Fleur Cousins, Frank Crawley (11:06am – 12:21pm), Sharolyn Taylor	
Apologies		
Councillors		
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
6 - 5.2	Keith Oberin	Yes
6- 7.6	Cr Vickers	Yes

Meeting Information		
Meeting Name/Type	Campaspe Briefing Session	
Meeting Date	28 August 2018	
Start time:	11:00am	Finish time: 1:20pm
Matters Discussed	<ol style="list-style-type: none"> 1. Welcome, present & apologies 2. Declaration of Interests 3. Strategic Asset Management Workshop 4. Echuca Wharf Desilting Program 5. Port of Echuca Moorings 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro (11:31am - 1:15pm), Cr Neil Pankhurst, Cr Annie Vickers, Cr John Zobec	
Staff	Jason Russell, Fleur Cousins, Richard Conway (Acting GM Infrastructure Services), Keith Oberin, Sharolyn Taylor	
Apologies		
Councillors	Cr Leanne Pentreath, Cr Leigh Wilson	
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

Meeting Information		
Meeting Name/Type	Consideration of Public Submissions for Sale of Golden Cow, Henderson Road, Tongala	
Meeting Date	28 August 2018	
Start time:	2:30pm	Finish time: 3:24pm
Matters Discussed	<ol style="list-style-type: none"> 1. Consideration of Public Submissions received for Sale of Golden Cow, Henderson Road, Tongala 2. Sale and Submission Process 	
Attendees		
Councillors	Cr Adrian Weston (Mayor), Cr Vicki Neele (Deputy Mayor), Cr Daniel Mackrell, Cr Kristen Munro, Cr Neil Pankhurst, Cr Annie Vickers, Cr John Zobec	
Staff	Jason Russell, Fleur Cousins, Richard Conway (Acting GM Infrastructure Services), Keith Oberin, Frank Crawley, Sharolyn Taylor	
Apologies		
Councillors	Cr Leanne Pentreath, Cr Leigh Wilson	
Staff		
Conflict of Interest disclosures		
Matter No.	Councillor/officer making disclosure	Left meeting: Yes/No
Nil		

8. Issues and Risk Management

Nil.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: No impact

10. Consultation

Nil.

8.2. LETTERS OF APPRECIATION

The following have been received:

- Department of Environment, Land, Water and Planning (DELWP) – thank you for the support provided to DELWP's Local Government Authority Dam safety project which started late 2016. Looking forward to continuing to work with Council to improve dam safety in Victoria.
 - Crossenvale Community House Inc – thank you for the financial support provided through the Responsive Grants Program for the Halloween event held in 2017. Over 200 people attended the event and the feedback received was positive and friendly.
 - Campaspe East Timor Association in Friendship (CETAF) – thank you for the continued support of CETAF, and in particular, for the annual contribution. CETAF continue to support projects in the friendship district of Aileu.
 - Ian Granland – recently spent at Aysons Reserve, thank you for a wonderful facility.
-

COUNCILLORS PANKHURST/MUNRO

That Council note letters of thanks and appreciation as listed.

CARRIED

8.3. RESPONSIVE GRANTS PROGRAM

Author:

Bobbi Aitken, Civic Events & Grants Officer

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

To note Responsive Grants Program applications received and approved in line with grant guidelines and criteria.

2. COUNCILLORS PENTREATH/NEELE**That Council:**

1. Note the following grants have been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:
 - Lynda Reid (Archie Reid) – to assist with costs associated with Archie Reid competing in the Australian Cross Country Championships to be held on the Sunshine Coast on 25 August , \$300.
 - Bendigo Regional YMCA Inc – for the purchase of trestle tables and 20 litre water containers for Sweat vs Steam Fun Run to be held on 21 October, \$1,000.
2. Note the following grants have not been approved in accordance with Responsive Grants Program guidelines and criteria and applicants advised in writing:
 - Rotary Club of Rochester Inc – to assist with the costs for the “Creative Seeds” art exhibition to be held in the Heritage Court House Rochester from 23 November until 2 December.
 - Paws Explores Adventures - to assist with the costs for the Paws Explores MUDDY DOGSTACLE Adventure to be held on 8 September.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Responsive Grants Program provides funding for community initiatives and has guidelines for applications submitted to council.

This month, the following applications have been received:

Organisation	Amount	Amount Recommended	Purpose	Comment
Lynda Reid (Archie Reid)	\$300	\$300	To assist with costs associated with Archie Reid competing in the Australian Cross Country Championships to be held on the Sunshine Coast on 25 August	Approved by CEO – meets assessment criteria
Rotary Club of Rochester Inc	\$750	\$0	To assist with costs for the "Creative Seeds" art exhibition to be held in the Heritage Court House Rochester from 23 November until 2 December	Not approved by CEO – does not meet assessment criteria Application to be submitted to 2018/2019 Community Grants Program (Round 2) which closes 21 September
Bendigo Regional YMCA Inc	\$1,000	\$1,000	For the purchase of trestle tables and 20 litre water containers for Sweat vs Steam Fun Run to be held on 21 October. Trestles and water containers will be stored at 250 Anstruther Street, Echuca and be made available to other events held in Echuca.	Approved by CEO – meets assessment criteria
Paws Explores Adventures	\$750	\$0	To assist with the costs for the Paws Explores MUDDY DOGSTACLE Adventure to be held on 8 September	Not approved by CEO – does not meet assessment criteria Application to be submitted to 2019/2020 Community Grants Program (Round 1) if planning to make it an annual event

Fund Balance Prior to application approval:	\$45,560
Funding approved:	\$1,300
Fund Balance: (18 September 2018)	\$44,260

7. Issues and Risk Management

Issues:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

8. Strategic Planning Environments

Strong and Engaged Communities:	This funding source provides support to Responsive Grants Program requests for community initiatives.
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	This annual budget allocates funding for Responsive Grants Program requests for community initiatives.

9. Consultation

Nil

8.4. STAFF RECOGNITION

Author:

Bobbi Aitken, Economic & Community Development Executive Assistant

Responsible Manager:

General Manager Economic & Community Development

1. Purpose

To acknowledge the completion of the number of years of service to the Campaspe Shire Council by all permanent employees and casual employees from 1 July 2017.

2. COUNCILLORS VICKERS/MUNRO

That Council note the significant milestones achieved by members of staff in line with Policy 62, Staff Recognition Program.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Recognition of the following milestones employees have achieved.

Greg Crockford	10 years	2 January 2018
Faye Fankhauser	10 years	7 January 2018
Kay McGrath	10 years	30 January 2018
Hayley Sutton	10 years	17 March 2018
Glen Read	10 years	7 April 2018

Desmond Partington	10 years	24 April 2018
Daryl Archibald	10 years	28 April 2018
Jennifer Dicker	10 years	15 June 2018
Jenny Taylor	10 years	28 June 2018
Brenda Elgar	10 years	29 June 2018
Emma Dalton	10 years	4 July 2018
Allison McCallum	10 years	23 July 2018
Sarah McInnes	10 years	6 September 2018
Elissa Bowler	10 years	22 September 2018
Sharon Carey	10 years	16 October 2018
Colleen Pappin	10 years	16 November 2018
Janine Caiolfa	10 years	17 November 2018
Deidre Walker	10 years	29 November 2018
Lesley Bell	15 years	18 August 2018
Margaret Langdon	15 years	18 August 2018
Pauline Perry	15 years	18 August 2018
Irene Shaw	15 years	28 January 2018
Tara Sproxton	15 years	30 January 2018
Denise Gilby	15 years	7 February 2018
Joshua Sperling	15 years	24 February 2018
Hamish Thornton	15 years	19 May 2018
Amanda Roberts	15 years	8 September 2018
Alissa Herd	15 years	29 September 2018
Raelene George	15 years	1 October 2018
Janet Norman	15 years	3 November 2018
Donna Wilson	15 years	6 November 2018
Saviour Cassar	15 years	13 December 2018
Kevin Russell	15 years	15 December 2018
Jaclyn Nolan	15 years	19 December 2018

Samantha Leorke	20 years	19 January 2018
Marg Wills	20 years	25 June 2018
Thelma O'Keefe	20 years	30 March 2018
Jarrold Beer	20 years	19 October 2018
Linda Riding	20 years	16 November 2018
Helen Crilly	25 years	15 February 2018
Lynne Napier	25 years	10 June 2018
Wendy O'Hara	30 years	11 April 2018
Lynne Collins	30 years	25 May 2018
Anthony McDonell	30 years	5 September 2018
Michelle Lockhart	30 years	3 October 2018
Kevin McLeod	30 years	7 November 2018
Gaye Pellegrino	35 years	1 August 2018
Rod Lockwood	35 years	22 November 2018

A reception has been arranged for Wednesday, 24 October 2018 for staff and families to attend for presentation of recognition certificates and gifts.

7. Issues and Risk Management

Issues:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

8. Strategic Planning Environments

Strong and Engaged Communities:	No impact
Resilient Economy:	No impact
Healthy Environment:	No impact
Balanced Services and Infrastructure:	No impact
Responsible Management:	Recognised significant milestones and the individual's contribution to service delivered by the Campaspe Shire Council.

9. Consultation

Not applicable

8.5 AUDIT AND RISK COMMITTEE MEETING MINUTES

Author:

Mike Bennett, Acting Audit and Risk Committee Chairperson

Attachments:

8.5. Draft Minutes of the Audit and Risk Committee meeting held on 5 September 2018.

1. Purpose

To note the Audit and Risk Committee Meeting Draft Minutes of the meeting held on 5 September 2018.

2. COUNCILLORS PANKHURST/MUNRO

That Council note the Draft Minutes of the Audit and Risk Committee meeting held on 5 September 2018 subject to confirmation by the Audit and Risk Committee.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Audit and Risk Committee's role is to monitor, review and advise Council on matters of accountability and internal control.

The Audit and Risk Committee provides Council with Draft Minutes after each meeting. The Draft Minutes are then formally adopted at the following meeting. To enable officers the ability to present the Minutes to Council in a timely manner the process has been changed. It is appropriate that Council is presented with the outcomes from the Audit and Risk Committee meetings as soon as practical after meetings. This will necessitate the noting of the Draft Minutes and adoption of the final Minutes once formally adopted by the Audit and Risk Committee at the following meeting.

7. Content

Meeting: 5 September 2018

The 5 September 2018 Audit and Risk Committee meeting was attended by:

Members: Michael Bennett, Linda MacRae, Cr Neil Pankhurst

Officers: Jason Russell (CEO), Fleur Cousins (General Manager Corporate Services), Ailsa Box (Finance Manager), Donna Standfast (Corporate Support Executive Assistant), Suzanne Thomas (Human Resources Manager)

Internal Auditor: Brad Ead (AFS and Associates)

External Auditor: Ryan Schischka (JohnsonsMME)

Apologies: Wayne Jenkin, Cr Leanne Pentreath

Items discussed at the meeting were:

- Adoption of Previous Minutes
- Summary of Actions from Audit and Risk Committee Meeting
- Annual Financial Statements
- Investment Portfolio Review
- Defined Benefit Superannuation Update
- Internal Audit Reports
- Outstanding Audit Actions
- Past Issues Review
- Audit and Risk Committee Annual Report
- Updated Policies Relating to the Committee
- CSC Strategic Risk Register
- Internal Audit Program Status Update
- Recognition of Outgoing Members

Refer to Attachment 8.5 for copy of the Draft Minutes of 5 September 2018.

8. Issues and Risk Management

As this report is for noting, there are no applicable issues or risks outside of those noted in the Minutes.

9. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: Audit reviews and findings are a critical aspect in the implementation of appropriate governance within the organisation. Control risks are reviewed, identified and actions implemented ensuring organisational risk and exposure are minimised

10. Consultation

The Audit and Risk Committee includes three external people to provide a broad range of specialist skills and facilitates wider consultation and participation in Council's financial management, Governance and internal controls.

8.6. AUDIT AND RISK COMMITTEE ANNUAL REPORT

Author:

Fleur Cousins, General Manager Corporate Services

Attachments:

8.6. Audit and Risk Committee Annual Report 2017-18

1. Purpose

To note the Audit and Risk Committee Annual Report that highlights the functions and activities of the Audit and Risk Committee for the financial year period of 1 July 2017 to 30 June 2018.

2. COUNCILLORS PANKHURST/PENTREATH

That Council:

1. Receive and note the Audit and Risk Committee Annual Report 2017-18 contained in Appendix 1.
2. Acknowledge and thank Suzanna Barry for her commitment and contribution provided to the Audit and Risk Committee over the eight years she was an external member.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

The Campaspe Shire Council Audit and Risk Committee (the Committee) is an Advisory Committee to Council and supports Council in fulfilling its oversight responsibilities for the financial and performance reporting process, the system of internal control, risk management, the audit process and Council's process for monitoring compliance with legislation and the code of conduct.

The Committee has a detailed Charter outlining the roles and responsibilities of the Committee, which was last reviewed in February 2018. In accordance with this Charter, the Committee comprises of 3 independent external members and 2

Councillors. The external members are appointed for a term up to four (4) years in duration and may seek reappointment to the Committee for a maximum of 8 consecutive years.

The Audit and Risk Committee Charter requires that an annual report be prepared by the Committee for presentation to Council highlighting the achievements and areas of focus of the Committee during the financial year.

7. Content

The Campaspe Shire Council Audit and Risk Committee Charter provides that an Annual Report on the activities of the Audit and Risk Committee be prepared and presented to Council at the conclusion of each financial year.

The key purpose of this report is to:

- Achieve greater awareness of the composition, purpose, role and responsibilities of the Audit and Risk Committee;
- Outline the activities of the Audit and Risk Committee, including a summary of the Council's Internal Audit Program; and
- Provide Council and the Community with increased exposure to the oversight provided on Council's operations of risk management, governance, internal controls and financial management.

The preparation of this annual report is a new initiative of the Audit and Risk Committee and provides increased transparency of the activities of the Committee both to Council and the broader community.

A key function of the Audit and Risk Committee is to receive reports from Council's Internal Auditor, AFS & Associates. For the 2017-18 year, the Committee received 7 internal audit reports on various topics that were conducted during the financial year and in addition to this received a further 11 internal audit reports that were conducted in prior financial years. These internal audit reports contain recommendations in regards to process and or control improvements. Management responses and comments were provided in respect of these recommendations and an action plan agreed upon. The Committee reviews the implementation of these recommendations at each meeting to ensure that the recommended and agreed audit actions are enacted thus continually improving Council's procedural and control environments. Details of each of these reports are contained in the Annual Report.

The Annual Report also provides an overview of the membership of the Committee, member attendance at Committee meetings and a summary of the self-assessed performance review the Committee undertook.

It is important to note that since the conclusion of the reporting period of the 2017-18 financial year, membership of the Committee has changed and the Committee has farewelled external member Suzanna Barry, who has been an active contributor of the Committee for 8 years and served as Chair of the Committee for two of those years. The Committee has recognised Suzanna's contribution by presenting a certification of appreciation and recommends Council also acknowledge Suzanna's contribution to the Committee.

8. Issues and Risk Management

Issues:

There are no issues related to this report.

Risk:

Risk management has been considered in the preparation of this report and no risks have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities: No Impact

Resilient Economy: No Impact

Healthy Environment: No Impact

Balanced Services and Infrastructure: No Impact

Responsible Management: An active and diverse Audit and Risk Committee provides the public with the assurance that the operations and risks within the organisation have the appropriate oversight and that the necessary governance practices are being applied. The Committee's Annual Report provides further transparency on the role and activities of the Committee to Council and the community.

10. Consultation

The draft Audit and Risk Committee Annual Report for 2017-18 was reviewed by the Committee at its meeting held on 5 September 2018 and the Committee resolved to endorse the report and present it to the next available Council meeting.

9. COUNCILLOR REPORTS

Cr Adrian Weston	
24 August 2018	Girgarre Fine Dining
27 August 2018	Kow (Ghow) Swamp LOWMP Meeting
27 August 2018	Rushworth Events Inc. AGM
28 August 2018	Girgarre Development Committee Meeting
14 September 2018	Rochester Secondary College TECA Public Speaking Competition Final
17 September 2018	Girgarre Community Cottage AGM

Cr Daniel Mackrell	

Cr Kristen Munro	
30 August 2018	No Flies On Us Queensland Fruit Fly Expo
31 August 2018	Echuca Football Netball Club Echuca Senior Women's Football Team Presentation Night

Cr Vicki Neele	
30 August 2018	Active Transport Strategy Consultation Kyabram
30 August 2018	Events Information Workshop
3 September 2018	Kyabram Fauna Park Meet & Greet
5 & 6 September 2018	MRGC Meetings
13 September 2018	St Augustine's Concert
17 September 2018	Girgarre Community Cottage AGM

Cr Neil Pankhurst	
24 August 2018	Campaspe East Timor Association in Friendship Film Night
30 August 2018	No Flies On Us Queensland Fruit Fly Expo
3 September 2018	EMFM Radio
3 September 2018	Kyabram Fauna Park Meet & Greet
5 September 2018	Audit & Risk Committee Meeting

Cr Leanne Pentreath	
1 September 2018	For the Love of Nature Pop-Up Exhibition Opening

Cr Annie Vickers	
24 August 2018	Campaspe East Timor Association in Friendship Film Night
31 August 2018	Echuca Football Netball Club Echuca Senior Women's Football Team Presentation Night
6 September 2018	Kyabram P-12 College Lone Pine Ceremony
6 September 2018	Rushworth Women's Health Forum

Cr Leigh Wilson	
29 August 2018	Rochester Community Economic Plan Governance Committee Meeting
10 September 2018	Rochester Community House Meeting
12-13 September	GVWRRG Training

Cr John Zobec	
24 August 2018	Campaspe East Timor Association in Friendship Film Night

COUNCILLORS NEELE/PANKHURST

That the Councillor reports be noted.

CARRIED

10. CHIEF EXECUTIVE OFFICER'S REPORT

Activities and meetings attended since previous Council meeting:

- Meeting with Chair of Echuca Neighbourhood House
- Meeting with St Mary's PS Principal
- Goulburn Murray Water Connections Project
- Murray River Paddlesteamers Meeting
- Meeting with Echuca Historical Society President
- Announcement of Stage 2 Echuca Moama Bridge Project Commencement
- Goulburn Broken Catchment Management Authority CEO
- North Central Catchment Management Authority CEO
- Meeting with Rally Manager for 34th CMCA National Rally
- Kyabram Fauna Park Committee of Management Site Visit
- Murray River Group of Councils
- Keep Victoria Beautiful – Tidy Towns Sustainable Communities Awards
- Echuca-Moama Bridge Project (Stage 3) – Gateway Review
- Colbinabbin residents & Steph Ryan discussions re bridge over the Waranga Western Channel
- Rural Councils Victoria
- Local Government Performance Reporting Framework Steering Committee
- DELWP & Regional Development Victoria Regional Director
- Kyabram Fauna Park Committee of Management meeting

COUNCILLORS ZOBEC/NEELE

That the Chief Executive Officer's report be noted.

CARRIED

11. PETITIONS/LETTERS

11.1. JOINT LETTER - CANTERBURY AVENUE IMPROVEMENT WORKS

Author:

Sean Hay, Acting Road Services Coordinator

Responsible Manager:

Assets Manager

Attachments:

11.1 Joint Letter

1. Purpose

To advise Council of the receipt of a letter signed by 12 people requesting the construction of kerb and channel in Canterbury Avenue, Kyabram and seek approval to survey benefitting landowners to determine if there is sufficient support for a Special Charge Scheme to be commenced to fund the requested works.

2. COUNCILLORS NEELE/ZOBEC

That Council:

1. Write to the first named signatory acknowledging receipt of a joint letter.
2. Grant approval to survey benefitting landowners to determine whether there is sufficient support to proceed with a Special Charge Scheme to fund the proposed works.
3. Write to all signatories on the letter and advise them of Council's decision.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Council has received a letter signed by 12 signatories on the 6 August 2018 requesting that kerb and channel be constructed in Canterbury Avenue in Kyabram.

Canterbury Avenue Kyabram predominately serves as a rear access to the houses fronting Breen Avenue and Haslem Street as shown below



There is only one property that has frontage to Canterbury Avenue being 8 Canterbury Avenue.

The signatories to the letter are requesting kerb and channel to be constructed in the street to improve the drainage. The signatories however do not want the Avenue sealed.

Since Canterbury Avenue only benefits landowners with a boundary to it this project is suited to be fully funded by these landowners through a Special Charge Scheme.

7. Content

In order to proceed with a Special Charge Scheme it is necessary to survey residents to gather the level of support for such a scheme and a willingness to contribute to the cost of the works.

8. Issues and Risk Management

Issues:

Issue 1: The majority of landowners have rear access only

As shown in the extract from the GIS above the majority of landowners have rear access to Canterbury Avenue. They will be willing to have Council fund the works but may not be willing to pay for the proposed works.

Issue 2: Funding of the works

The works requested are considered upgrade works and therefore are to be funded through a Special Charge Scheme.

Issue 3 Relationship to Council's Drainage Policy

The correspondents indicated that one of their issues was poor drainage within the Avenue. The nature of the drainage issue is such that it is restricted to the Avenue and does not result in water being against or under houses. For this reason the works would not be eligible to be funded under Council's Drainage Policy.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. OptionsOption 1:

Write to all benefitting landowners to survey the level of support for a Special Charge Scheme to fund the proposed works.

Option 2

Council could fund the works, however given that this Avenue only provides direct access to one property it would be setting a precedent that would be difficult to replicate across the shire.

10. Strategic Planning Environments

Strong and Engaged Communities:	The recommendation shows Council's commitment to the consideration of community requests.
Resilient Economy:	No impact
Healthy Environment:	Would improve drainage and therefore reduce water laying in streets
Balanced Services and Infrastructure:	No impact at this stage
Responsible Management:	Recommendation is line with Policy 54 Improvement to the Road Network where improvements to the level of service are to be paid for by the benefitting landowners.

11. Consultation

The recommendation is to consult with the community to determine whether there is support for the works to be undertaken and funded through a Special Charge Scheme.

12. NOTICES OF MOTION

12.1. PORT OF ECHUCA MOORINGS

NOTICE OF MOTION

I intend to move a notice of motion as follows at the ordinary council meeting of 18 September 2018:

THAT the issue of allocation of mooring sites at the Port of Echuca be determined by Council resolution

Reason:

Given the community concern about this issue Council needs to be making a determination on the issue.

COUNCILLOR ZOBEC/VICKERS

THAT the issue of allocation of mooring sites at the Port of Echuca be determined by Council resolution.

Cr Wilson proposed an amendment to the motion

COUNCILLORS WILSON/PANKHURST

That Council should follow open and transparent process including making public any objections received.

The amendment was carried and becomes part of the substantive motion

COUNCILLOR ZOBEC/VICKERS

1. That the issue of allocation of mooring sites at the Port of Echuca be determined by Council resolution.
2. That Council should follow open and transparent process including making public any objections received.

CARRIED

13. URGENT BUSINESS

Nil

14. QUESTION TIME

Nil

The meeting was adjourned at 6:11pm

The meeting resumed at 6:18pm

15. CLOSED SESSION OF THE MEETING TO THE PUBLIC

COUNCILLORS PENTREATH/ZOBEC

That pursuant to the provisions of the Local Government Act 1989, the meeting will now be closed to members of the public at 6:18pm to enable the meeting to discuss matters in items 16, 17, 18 and 19 which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

CARRIED

16. CONFIRMATION OF CONFIDENTIAL MINUTES & ATTACHMENTS

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

17. CONFIDENTIAL COUNCIL INFORMATION

17.1. CONFIDENTIAL ASSEMBLY OF COUNCILLORS RECORDS

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person.

17.2. CONFIDENTIAL COMMUNICATION REPORTS & ATTACHMENTS

Nil

18. CONFIDENTIAL BUSINESS

18.1. 89(2)(D) CONTRACTUAL MATTERS

18.2. 89(2)(D) CONTRACTUAL MATTERS

18.3. 89(2)(D) CONTRACTUAL MATTERS

18.4. 89(2)(D) CONTRACTUAL MATTERS; (E) PROPOSED DEVELOPMENTS

19. CONFIDENTIAL COUNCIL MEETING CLOSE

89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person

20. ITEMS DETERMINED TO BE NO LONGER CONFIDENTIAL

21. OPEN MEETING TO THE PUBLIC

COUNCILLORS ZOBEC/MUNRO

That Council resolves to open the meeting to the public at 6:27pm

CARRIED

22. MEETING CLOSE

There being no further business, the meeting concluded at 6:28pm.



A. Weston

CR ADRIAN WESTON

MAYOR